जानक/बिकाओ/शिक्षण/2016/29

7 MAY 2016

प्रति,
प्राचार्य / संचालक,
या विभागीय कार्यालयाचे अधिनस्त सर्व संस्था

विषय :– शैक्षणिक वर्ष २०१६-१७ करता व्यावसायिक अभ्यासक्रमांचा पदवीक, पदवी व पदवीचा पदवी प्रवेश
प्रक्रियेसाठी प्रवेश निषिद्धती केंद्र (Admission Reporting Centre) आणि सुविधा केंद्र (Facilitation
Centre) उद्घाटनासाठी...

संबंध :- म.संचालक, तंत्रिकारण संचालनाय, म.रा.मुंबई यांचे प्रत्र क्रमांक २३/एडीएम/अंकासी/२०१६
/५४८ दिनांक ०६/०५/२०१६

महाराष्ट्र विनाबाधित खासगी व्यावसायिक शैक्षणिक संस्था (प्रवेश व शृंखल यांचे विनोभणम) अधिनियम,
2०१५ दिनांक ११/०५/२०१५ नुसार तसेच शासन निर्धारण उच्च व तंत्रिकारण विभाग क्रमांक टीईआम-२०१५/प्र.क्र.५४९/साधन-४ दिनांक २७/०१/२०१५ या मराठी परिशिष्ट मध्ये अनुक्रमक ७ मध्ये तंत्रिकारण
संचालनालयाच्या अध्यायाशीर्षक ज्या व्यवसायक अभ्यासक्रमांना केंद्रीभूत प्रवेश उपरी लागू, राहणार आहे व संपूर्ण प्रवेश
प्रक्रिया एक खिडकी प्रत्येकांनी आयुक्त, राज्य साधारण प्रवेश परिषद कक्ष यांचे मार्केट राहण्यास आहे अशा सर्व
व्यवसायक अभ्यासक्रमांच्या प्रवेश प्रक्रिया (एकूण ९६) प्रवेश प्राधिकरणाचा वाताने तंत्रिकारण संचालनालयामध्ये शैक्षणिक वर्ष २०१६-१७ करता राहणार येणार आहे.

या अनुप्रेरणाने आपात्रांना काठविषयांत येते की, ज्या संस्था सृजनार्थ शैक्षणिक वर्ष २०१६-१७ करता एम वी ए व एम सी
ए अभ्यासक्रमांच्या प्रवेश प्रक्रियेकरून तुम्ही सुविधा केंद्र (Facilitation Centre) या प्रस्ताव सादर करताना आहे अशा
संस्थानी सुविधा केंद्र मिळाली त्या प्रस्ताव दिनांक ०९/०५/२०१६ रोजी दुपारी १०:०० वास्तविक आत्मविश्वव्य त्या
कागदपत्रस्थ या कार्यालयास हस्तस्वरूप सादर करावेत. सुविधा केंद्राकरून आत्मविश्वव्य सादरसामग्री व संविधी सुविधा यांची
यादी सोबत जोडलेली आहे.

तसेच एम वी ए व एम सी ए अभ्यासक्रमाविषय उर्वर अभ्यासक्रमांच्या संस्थानी त्यांची सुविधा केंद्र
(Facilitation Centre) या प्रस्ताव दिनांक ४९/०५/२०१६ रोजी पहिल्या आत्मविश्वव्य त्या कागदपत्रस्थ या कार्यालयास
हस्तस्वरूप सादर करावेत. सुविधा केंद्राकरून आत्मविश्वव्य सादर सामग्री व संविधी सुविधा यांची यादी सोबत जोडलेली आहे.

प्रत- प्रमाणपत्र / संचालक या विभागीय कार्यालयाचे अधिनस्त सर्व शासकीय तसेच शासन अनुदानित अभ्यासक्रमांच्या संस्था
काठविषयांत येते की आपली संस्था ही प्रवेश निषिद्धती केंद्र (Admission Reporting Centre) काम करणार
असल्याच मूलतः निषिद्ध केलेले आहे तथा अनुप्रेरणासाठी सोबत जोडलेला प्रवेशचे सुविधेने सुचित केल्या प्रमाणपत्रे योग्य ती पूर्वत
तयारी करावी व अहवाल या कार्यालयास ताकाळे सादर करावेत.

Takra PES all
There will be total 4 CAP rounds which are based on the computerized allotment only. There will be no counseling Round.

2. The Institutes which were working as ARC till 2015-16 for the respective admissions henceforth will be called as Facilitation Centre (FC) for the respective admissions. There is no change in the role of the FC.

3. Government, Government aided, Government Autonomous, University departments, University managed Institutes, which are to be newly identified, will operating as admission reporting centre henceforth will be called as Admission Reporting Centre (ARC).

4. Kindly note that all Candidates shall report for confirmation of final admission at the allotted Institute only after the end of CAP Round IV.

By Sambhalalaya Akhsharak Vyayam-Va Sarv Vyavasayik Aryakrama anek 96 Kshetriya Prayog Raajvyayaasadi (1) Prayog Aarum Bhavanayaastri/ Smeritiyaastri Suvidha Kender (Facilitation Centre), (2) Prayog
निक्षिप्त केंद्र (Admission Reporting Centre) अथवा दोन एकमात्र केंद्र (CAP Reporting Centre) स्वतंत्रपणे असर पर एकत्र या दोनी केंद्रांमध्ये संविदेश म्हणून येथील व्यवस्थेची संख्या येत नसते. आपल्या माहितीसाठी प्रवेश फॅल्ट (CAP Round) नंतर ज्या उद्देश्यांना प्रवेश अर्जांचा श्रेणी असेल त्या उद्देश्यांना प्रवेश निक्षिप्त केंद्र (Admission Reporting Centre) प्रवेशाचे ऑनलाइन लेटर, Seat acceptance fee (DD इत्यादी) भरण्यासाठी व प्रवेशाचा निर्धार (Freeze/Slide/Float) निक्षिप्त करण्यासाठी उपलब्ध राहू आवश्यक आहे. सर्व प्रवेशाचे (या) संक्षेपांतर विषयांतील अंतिम प्रवेश निक्षिप्त साधनांचा व्यवस्थेत कळा प्रवेश संक्लेशता असल्यास त्याच्या संस्थेत भूमिका प्रवेश करण्यासाठी उपलब्ध नवीनांच्या वाचकांसाठी उपलब्ध राहेल.  

सुविधा केंद्र (Facilitation Center) व प्रवेश निक्षिप्त केंद्र (Admission Reporting Centre) यांची कार्यवाही (फायल) व जवाबदाय या, या केंद्रांमध्ये आवश्यक असलेल्या सोयी सुविधा, व त्यांच्यासाठी महत्त्वाच्या सर्व व्याख्यात आहीतप्रमाणे असते.

| सुविधा केंद्र (Facilitation Center) यांची कार्यवाही व जवाबदाय या |
| Role of Facilitation Centre (FC) |
| Activity I: Submission of Online application form |
| ❖ Sale of Application Kits (if applicable) |
| ❖ Activation of Application kits (if applicable) |
| ❖ Submission of Online application form |
| ❖ It is not mandatory to the candidate to use facility of FC for submission of application form activity. |

| प्रवेश निक्षिप्त केंद्र (Admission Reporting Centre) यांची कार्यवाही व जवाबदाय या |
| Role of Admission Reporting Centre (ARC) |
| Activity I: Admission Reporting Activity |
| ❖ Online Confirmation of Admission for all type of admissions (UG/PG/Diploma) |
| ❖ Online Update of admission status of candidate (Freeze/Slide/Float) |
| ❖ Collection of seat acceptance fee in the form of DD & issue of Acknowledgement/Receipt. |
| ❖ Online cancellation of Admission, issue of acknowledgement and refund of seat acceptance fees as applicable. |
| ❖ It is mandatory to the candidate to report at ARC (subject to allotment in the rounds). |
| ❖ Once the candidate reports at the ARC and simultaneously applies for betterment in the round II, III & IV, then such candidates shall be able to update the admission status through their Login and need not require to report at ARC for updation of admission status (Slide/Float). |
| ❖ Guiding and counseling to the candidates/parents. |

| Activity II: Verification of Documents, Confirmation of Application form for CAP |
| Document verification as per the list of documents on the Application form |
| Scanning & uploading of documents. |
| Printing and Issue of Receipt-cum-Acknowledgement |
| It is mandatory to the candidate to report to FC for this activity. |
| No charges should be collected from the candidate for this activity. |

| Activity III: Submission of online option form for CAP Round I & IV |
| Submission of online option form |
| Printing of submitted option form (One Copy) |
| Facility candidates to fill online option form for free of cost. |
| It is not mandatory to the candidate to use facilitation of FC for this activity. |
The Requirement of Infrastructure at FC

1. 10 Nos. i5/17 PC or of higher configuration each for Confirmation and facilitation respectively and additional 15 PCs to be made available for candidates use.
2. Windows 8 or higher Operating System with up to date security & service patches.
3. Microsoft Office 2003 or higher version on all machine, Adobe Acrobat Reader 10.0 or above.
4. All the 25 machines (PC) and printer should be connected through LAN with minimum 2 Mbps internet connectivity through ADSL/Wimax /Leased line or other devices.
5. Internet Explorer 8.0/ Mozilla Firefox 3.0; Google Chrome 2.0 or above.
7. Minimum 4 Scanner(3 for A4 and 1 for A3 ) with 300 dpi resolution.
8. Adequate Electrical Power Backup facilities,(10 kva,2 Hours backup)
9. Counseling Hall with PA system, LCD Projector & seating arrangement for minimum 60 candidates.
10. Waiting Room for Candidates/Parents.

Important Instructions to FC

1. All Government, Government aided, Government Autonomous, University departments, University managed & identified Unaided Institutes (by regional office) shall work as FC.
2. FC Coordinator shall contact to the respective Regional Offices for “how to activate their Institute as FC through the Institute Login” and collect Instruction Manual through mail from the respective Regional Offices without fail.
3. Respective Regional Offices shall distribute the application kits to the FC (if applicable) well before the commencement of the admission activity. Kit’s distribution shall be based on the performance of the FC in 2015-16 excluding new FCs.

The Requirement of Infrastructure at ARC

1. Separate Network of minimum 5 Nos. i5/17 PC or of higher configuration for Confirmation of admission for UG, PG and Diploma admissions.
2. Windows 8 or higher Operating System with up to date security & service patches.
3. Microsoft Office 2003 or higher version on all machine, Adobe Acrobat Reader 10.0 or above.
4. All machines should be connected through LAN with minimum 2 Mbps internet connectivity through ADSL/Wimax /Leased line or other devices.
5. Internet Explorer 8.0/ Mozilla Firefox 3.0; Google Chrome 2.0 or above.
6. 3 LaserJet Network Printers, (1 for each N/W)
7. Minimum 1 Scanner with 300 dpi resolution.
10. Separate clean Washrooms for Gents/Ladies.

Important Instructions to ARC

1. Only Government, Government aided, Government Autonomous, University Department/ University managed Institutes shall work as ARC.
2. ARC Coordinator shall contact to the respective Regional Offices for “how to activate their Institute as ARC through the Institute Login” and collect Instruction Manual through mail from the respective Regional Offices without fail.
3. ARC Coordinator shall collect Seat acceptance fees in the form of DD from the candidate as given below.
   For UG - Rs.5000/- & Rs.1000/- (for SC & ST)
   For PG - Rs.5000/- & Rs.1000/- (for SC & ST)
   For Diploma - Rs.3000/- & Rs.1000/- (for SC & ST)

   (ARC Coordinator shall deposit collected DD to the regional office, the procedure with
4. Sale of application kits shall be done through FC (if applicable). FC shall activate the sold kit's ID through FC Login so that candidate shall be able to fill online application form. Avoid pre activations of the kits. Application kits are applicable to the following admissions:
   - Post SSC Diploma
   - Post HSC Diploma
   - Direct Second Year Diploma
   - First Year Degree Architecture
   - Direct Second Year Degree Engg.
   - Direct Second Year Degree Pharmacy.

5. Kindly note that this time only 2 types of Information Brochures are printed mainly for UG & Diploma. UG & Diploma brochure includes admission rules for all degree & Diploma programmes respectively.

6. Information Brochures for PG will not be printed & will be made available on website for downloading.

7. All FC's are warned that they are not permitted to activate application kits in advance, which later remains unsold but reflected in the FC sale account, if such cases found, the amount of such kits shall be deducted from the honorarium of the FC.

8. FC shall accept the category wise prescribed fees of Application Kits in cash only.

9. FC Coordinator shall close the account by giving details of the fees collected and unsold kits to the respective Regional Office within 15 days after the end of the Activity-II: Verification of Documents, Confirmation of Application form for CAP as per the notified schedule.

10. The FC shall assist the aspiring candidate in submission of Online Application Form, arrange training programme/ counseling/ live demo.

11. Role of FCs is limited to verification of documents, scanning and confirmation of application form and they should not insist or compel candidates to fill & confirm option form at the FC.

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4. ARC Coordinator can cancel the admission of the candidate & refund the Seat acceptance fees (by deducting Rs.1000/-) to the candidate as given below.
   - For UG - Rs.4000/- & Rs. Nil (for SC & ST)
   - For PG - Rs.4000/- & Rs. Nil (for SC & ST)
   - For Diploma - Rs.2000/- & Rs. Nil (for SC & ST)

   (ARC Coordinator may ask for Rs.1000/- in cash from the candidate excluding [SC/ST candidates], who wish to cancel the admission and return the DD deposited by the candidate as refund of fees subject to availability of DD with ARC)

5. ARC shall update the reporting of the candidates with 100% correctness. Any fault or negligence at the level of ARC will be dealt seriously. Due to fault or negligence on the part of ARC if any candidate has to loss his chance of admission, responsibility of such mistakes/omission in the process will be fixed on the person responsible for such mistakes/omissions.

6. If any ARC found involved in any form of unlawful activities like misguidance and non cooperation to the aspiring candidates, ARC will be liable for severe action by the competent authority.
12. FCs should scrutinize and verify the documents carefully with 100% correctness. Any fault or negligence at the level of FC will be dealt seriously. Due to fault or negligence on the part of FC, if any candidate suffers/louses his chance of admission, responsibility of such mistakes/omission in the process will be the head of the institute and individual responsible for such mistakes/omissions.

13. If any FC found involved in any form of unlawful activities like misguidance and non cooperation to the aspiring candidates, FC will be liable for severe action by the competent authority.

14. Instruction Manual will be available in the FC Login.

Archie Singh

Dear sir,

I am writing to inform you that the ARDC has received a complaint from a candidate who claims to have been discriminated against during the admission process. The candidate, Mr. X, alleges that he was denied admission due to his ethnicity and gender. However, upon reviewing the admission criteria and procedures, we found no evidence of discrimination.

We have been working with the candidate's advisor to address any concerns that may have arisen during the application process. We encourage all candidates to report any incidents of discrimination or unfair treatment to our office.

Thank you for your attention to this matter. We are committed to ensuring a fair and unbiased admission process.

Sincerely,

ARDC Staff

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Date: 2016-02-12

General Correspondence

ARDC Letter to all RO's.docx
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Institute Code No.</th>
<th>Name of the Institute</th>
<th>Recommendation as a FC By RO</th>
<th>If No. Please specify the reasons in short.</th>
</tr>
</thead>
</table>

The proposal is submitted for the course mentioned above.

Proposer:

[Signature]

Date: [Date]

**Recommended by:***

[Signature]

[Position]

[Institution Name]

[City]

[State]

[Country]

[Phone Number]

[Email Address]

[Address]

[Website]

[Social Media Handles]

[Other Details]

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Excell sheet मध्ये तर्जमी उर्जीत अभ्यासक्रमांसाठी दिनांक 93 मे, 2016 पर्यंत dtedisk2a@gmail.com या ई-मेल पत्त्यावर न चुकला सादर करावेत.

सदर प्रवेश प्रक्रिया ग.आयुक्त, राज्य सामाजिक प्रवेश कक्ष यांचे परिवेक्षण व नियंत्रणासाठी होणार असतावजे या व्यवस्थित काही अतिरिक्त निर्देश प्राप्त हात्यास तयारुसार तेरोपेक्षी आपणास तसे सुसंगत करण्यात येईल.

[Signature]

[Date]

[Location]

[Address]

[Phone Number]

[Email Address]

[Other Details]